

State of Alaska FY2011 Governor's Operating Budget

Department of Administration E-Travel Component Budget Summary

Component: E-Travel**Contribution to Department's Mission**

The E-Travel Management Team provides travel services for the executive branch of State government.

Core Services

- Administer E-Travel program serving travelers within the executive branch including Medicaid beneficiaries.
- Manage relationships with providers of travel services to ensure the State is receiving the greatest possible value for its travel expenditures.
- Report information about State travel purchases to all interested parties.

Results at a Glance

(Additional performance information is available on the web at <http://omb.alaska.gov/results>.)

END RESULT A: Improved customer satisfaction.

- In FY2009 67.5% of respondents overall rated travel services as satisfactory or better, equal to the rating of the previous year.

END RESULT B: Increased savings for state travel expenditures.

- In Fiscal Year 2009 net savings of \$1,602,621 for cumulative total of \$8,807,797 were achieved by the State Travel Office.

Key Component Challenges

Managed travel – Better management of travel expenditures has long been a goal of the Department of Administration. The state travel office was established in FY2005 within the Division of Finance to reach that goal, but it suffered from ineffective technology and low levels of customer acceptance. In anticipation of the expiration of the original travel management contract with USTravel, the E-Travel Management Team (ETMT) spent time researching best practices for managed travel. In addition, survey responses, comments from statewide travel process meetings, input from travel coordinators, and others were instrumental in shaping the requirements for RFP 2009-0200-8305. The resulting contract, again with USTravel, includes current technology which automates shopping for and purchasing air fare, lodging, and ground transportation. The new E-Travel service has a much higher probability of meeting the basic challenge which remains meeting customer service expectations while taking management control of the travel process.

Significant Changes in Results to be Delivered in FY2011

Implementation of automated travel arrangements using E-Travel Online, version of RESX software that has been configured for State travel policies.

Automating traveler reimbursements is a continuing goal for the department. Once the travel arrangement process is functioning effectively, the effort will shift to creating a more automated and efficient traveler reimbursement process.

Major Component Accomplishments in 2009

Travel Alerts to department travel contacts regarding changes in airline regulations, disruption to service due to natural disasters, and other important information State travelers need to know.

Continued travel arrangement service for executive branch travelers, including Medicaid beneficiaries, resulting in calculated savings of \$1.6 million for FY 2009 under previous travel management contract.

Determined requirements for travel management contract RFP based on best practices for corporate and government business travel.

Implemented E-Travel and worked with contractor to configure E-Travel Online, the RESX travel arrangement software.

Negotiated Customer Service Standards for the new travel management contract.

Redesigned and updated information for E-Travel on the Division of Finance website.

Streamlined maintenance of 6,000 State traveler profiles using human resource information from the statewide payroll system and E-Travel Online options.

Maintained contracts with Alaska Airlines, Northwest Airlines, and rural air carriers within Alaska, which generate most of the calculated savings. Obtained new contract with Delta Airlines with favorable fares as well.

Statutory and Regulatory Authority

AS 36.30.005 Centralization of Procurement Authority

AS 39.20.110-190 Travel Regulations.

Contact Information

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E-Travel Component Financial Summary

All dollars shown in thousands

	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	297.3
72000 Travel	0.0	0.0	5.0
73000 Services	0.0	0.0	2,613.4
74000 Commodities	0.0	0.0	25.0
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	0.0	2,940.7
Funding Sources:			
1004 General Fund Receipts	0.0	0.0	7.4
1007 Inter-Agency Receipts	0.0	0.0	2,933.3
Funding Totals	0.0	0.0	2,940.7

**Summary of Component Budget Changes
From FY2010 Management Plan to FY2011 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2010 Management Plan	0.0	0.0	0.0	0.0
Adjustments which will continue current level of service:				
-Transfer from State Travel Office	7.4	0.0	2,333.3	2,340.7
Proposed budget increases:				
-Projected Travel Cost	0.0	0.0	600.0	600.0
FY2011 Governor	7.4	0.0	2,933.3	2,940.7

**E-Travel
Personal Services Information**

Authorized Positions			Personal Services Costs	
	<u>FY2010 Management Plan</u>	<u>FY2011 Governor</u>		
Full-time	0	3	Annual Salaries	208,182
Part-time	0	0	Premium Pay	0
Nonpermanent	0	1	Annual Benefits	102,124
			<i>Less 4.19% Vacancy Factor</i>	(13,006)
			Lump Sum Premium Pay	0
Totals	0	4	Total Personal Services	297,300

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
College Intern II	0	0	1	0	1
State Travel Manager	0	0	1	0	1
State Travel Office Assistant	0	0	1	0	1
Totals	0	0	4	0	4

Component Detail All Funds

Department of Administration

Component: E-Travel (2966)

RDU: Centralized Administrative Services (13)

	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Management Plan	FY2011 Governor	FY2010 Management Plan vs FY2011 Governor	
71000 Personal Services	0.0	0.0	0.0	0.0	297.3	297.3	100.0%
72000 Travel	0.0	0.0	0.0	0.0	5.0	5.0	100.0%
73000 Services	0.0	0.0	0.0	0.0	2,613.4	2,613.4	100.0%
74000 Commodities	0.0	0.0	0.0	0.0	25.0	25.0	100.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	0.0	0.0	0.0	0.0	2,940.7	2,940.7	100.0%
Fund Sources:							
1004 Gen Fund	0.0	0.0	0.0	0.0	7.4	7.4	100.0%
1007 I/A Rcpts	0.0	0.0	0.0	0.0	2,933.3	2,933.3	100.0%
General Funds	0.0	0.0	0.0	0.0	7.4	7.4	100.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	0.0	0.0	0.0	0.0	2,933.3	2,933.3	100.0%
Positions:							
Permanent Full Time	0	0	0	0	3	3	100.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	1	1	100.0%

Change Record Detail - Multiple Scenarios With Descriptions
Department of Administration

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Subtotal		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
***** Changes From FY2010 Management Plan To FY2011 Governor *****												
Transfer from State Travel Office												
1004 Gen Fund	Trin	2,340.7	297.3	5.0	2,013.4	25.0	0.0	0.0	0.0	3	0	1
1007 I/A Rcpts		7.4										
		2,333.3										
Projected Travel Cost												
1007 I/A Rcpts	Inc	600.0	0.0	0.0	600.0	0.0	0.0	0.0	0.0	0	0	0
		600.0										
Additional authorization is needed to bring the E-travel budget into alignment with prior year spending. This will eliminate the need to process unbudgeted RSA's.												
Totals		2,940.7	297.3	5.0	2,613.4	25.0	0.0	0.0	0.0	3	0	1

Personal Services Expenditure Detail

Department of Administration

Scenario: FY2011 Governor (7749)
Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Month	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
02-4092	State Travel Manager	FT	A	SS	Juneau	2A	20F	12.0		72,996	0	0	35,589	108,585	7,395
02-4093	Accountant IV	FT	A	GP	Juneau	2A	20J	12.0		76,032	0	0	36,963	112,995	0
02-4095	State Travel Office Assistant	FT	A	GP	Juneau	2A	17B / C	12.0		51,714	0	0	28,784	80,498	0
02-IN0910	College Intern II	NP	N	EE	Juneau	AA	9A	12.0		7,440	0	0	788	8,228	0
Total Positions Full Time Positions: 3 Part Time Positions: 0 Non Permanent Positions: 1 Positions in Component: 4 Total Component Months: 48.0														Total Salary Costs: 208,182 Total COLA: 0 Total Premium Pay: 0 Total Benefits: 102,124	
														Total Pre-Vacancy: 310,306 Minus Vacancy Adjustment of 4.19%: (13,006) Total Post-Vacancy: 297,300 Plus Lump Sum Premium Pay: 0	
														Personal Services Line 100: 297,300	
PCN Funding Sources:						Pre-Vacancy	Post-Vacancy	Percent							
1004 General Fund Receipts						7,395	7,085	2.38%							
1007 Inter-Agency Receipts						302,911	290,215	97.62%							
Total PCN Funding:						310,306	297,300	100.00%							

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column.
 [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.